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ABSTRACT

Discussed in this manual for the inexperienced librarian in a small hospital library are: organization and administration; book selection and ordering; cataloging and catalog cards; classification; labeling of books; selecting and processing journals; interlibrary loans; reference services; and circulation. A suggested basic starter collection of books, journals and reference works is appended. (SJ)

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MANUAL FOR LIBRARIANS IN SMALL HOSPITALS

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INTRODUCTION

The minimum requirement for a hospital medical library is that it provide the books, journals and other materials necessary to serve the immediate information needs of the professional staff and to support the programs undertaken by the hospital.

Since it is impossible for any library to have all the materials that might be requested by the hospital staff, the library also should have the appropriate tools to be used in borrowing materials from other libraries.

The library will remain just a collection of books unless a person is assigned on at least a part time basis to assist requesters and to provide library services such as reference, interlibrary loan, etc.

This manual is written to aid the inexperienced person who finds herself assigned to a hospital library with the responsibility of ordering the library materials, organizing the collection, borrowing from other libraries or seeking out information. It is a varied, challenging and rewarding responsibility, for the hospital medical librarian can provide a very dynamic and useful information service to her institution's community of health professionals.

The authors wish to thank Miss Helen Yast of the American Hospital Association and the many hospital librarians who offered encouragement and constructive criticism.

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ORGANIZATION AND ADMINISTRATION

A hospital medical library is a collection of books, journals and other library materials selected to support the patient care, research, professional education, and health facilities planning of the medical and nursing staff, the allied health personnel, and the hospital administration.

The Medical Librarian

It is important that one person be given the responsibility and the time to care for the library. This person should be responsible for selecting, ordering, organizing, circulating and maintaining the collection as well as obtaining materials not in the collection for a patron. In hospitals of over 300 beds, a clerk typist should assist the librarian. The hospital personnel should know who is responsible for the library, how to use the library, and of whom to make requests for information or additional books or journals.

The Library Committee

A library committee established by the hospital may consist of the hospital administrator, two members of the medical staff, a member of the nursing staff and the librarian. The librarian may function as the secretary of the committee and prepare an agenda for each meeting's activities. In general the library committee meets at regular intervals (monthly or every other month). Its functions are:

1. To advise the librarian regarding the selection of books and journals for purchasing.
2. To establish and to interpret the rules of the library to its users.
3. To serve as a link between the staff and the library.
4. To foster the development of the library.

The Library's Facilities

The library should be in a room centrally located for the medical staff. Ideally the room should function only as a library. There should be adequate lighting, a table and comfortable chairs. The librarian should have a desk and area in which to perform her tasks.

The Budget

Hospital libraries have different sources of revenue. Most are supported by the hospital budget, contributions from the medical staff, or dues. Most librarians find it useful to have a certain amount of money that they can depend upon. Some hospitals give a portion of the money collected from Medicare to the library, since the support of the library may be included in the Medicare claim. Another source of funds to expand an already existing library is a Medical Library Resource Grant. Information about resources grants may be obtained from: Chief, Resources Division, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20014.

In order to have some idea of what you can do each year, a budget should be prepared. It should cover the expected:

1. Book purchases
2. Journal subscriptions
3. Librarian's salary
4. Library equipment - telephone, typewriter, shelving, etc.
5. Library supplies - forms, mailing labels, paper, etc.
6. Bindery costs (if you bind your journals)

Supplies

Several companies sell specially developed library supplies. You may wish to write to one or two suppliers and request a catalog to see what is available. Companies and their addresses can be found in the yellow pages of the telephone book, advertisements in library journals, and in ILL illustration #4 on page 36.

A Procedure Manual

Each library differs from another not only in physical ways but also in the procedures used to do the necessary work. It is important to write down very detailed, step-by-step descriptions of the procedures that you use routinely such as ordering books, getting journals ready to be bound, instructions for disposing of old books, etc. These may be kept in a loose-leaf notebook and up-dated as needed. Your assistants, a new employee, or you (when memory fails) will find it a valuable tool.

If you are setting up a library you may wish to read the following articles about physical facilities, organization and collection:

Standards

1. Joint Commission on the Accreditation of Hospitals. Standards for Accreditation. Chicago, 1969. $1.50. (645 No. Michigan, Chicago, Illinois 60611)
   Includes a section on the hospital medical library.

2. Hospital Library Standards Committee. Standards for Library Services in Health Care Institutions. Chicago, Association of Hospital and Institution Libraries (American Library Association), 1970. 25pp. $1.50
   Covers both the health science and the patients' library.

General articles

3. Dralle, Dorothy and Alton W. Noyes. "Organizing a hospital library to fulfill its service potential." Hospitals, Journal of the American Hospital Association. 41: 63+, 1 Nov. 67.
   The authors assert that the first step in establishing or revitalizing a health science library is to define the library's purpose; this basic decision will determine all subsequent planning. Physical facilities, organization, collection, equipment and staffing are discussed.

4. Gartland, Henry J. "Blueprint for a professional hospital library." Hospitals, Journal of the American Hospital Association. 38:58-59, 16 Jun 64.
   Briefly covered are the library's physical facilities, staff, collection and services.

5. Stearns, Norman S., et al. "The hospital library." Hospitals, Journal of the American Hospital Association. 44: 55-59, 1 Mar 70; 88-90, 16 Mar 70.
   This article provides guidelines for the development of total health science libraries in community hospitals, using the medical core collection as the basic stimulus.

6. Michael, M. Jr. "The medical library's vital role in physician's continuing education." Hospital Progress 49: 92-102, Oct 68.

7. West, KM. "Books as clinical tools." Oklahoma State Medical Association Journal 59: 577-8, 1966.

Manuals

8. Robinow, Beatrix H. Outline for the organization of hospital libraries. Toronto, Canadian Hospital Association, 1967. 96 pp. $4.00
   A simple instructional guide for the nonprofessional librarian. Covers all aspects of library work with emphasis on cataloging. Book and periodical lists and an index are included.

The following, which can be obtained free of charge from the American Hospital Association (840 North Lake Shore Dr, Chicago, Illinois 60611), contain references to additional articles and sources of assistance:

9. Basic list of guides and information sources for professional and patients' libraries in hospitals. September 1969.

10. Health science libraries in hospitals; an annotated outline . June 1969.

The following is an excellent resource for any hospital library:

11. Medical Library Association. Handbook of Medical Library Practice. 3rd edition. Chicago, 1970. $15.00

BOOK SELECTION

In the small, working collection of a hospital library, it is important that the books be accurate, informative and useful to the hospital staff. The library should contain basic texts covering the medical specialties and should acquire new books to update the basic collection or to help the staff keep informed in the newly developing areas of medical knowledge.

A. The basic collection

Because the interests and needs of the staff at one hospital may differ from those of a hospital across town or a hospital in Southern Louisiana or one in Northern Michigan, selection of the basic collection must be made by a medical librarian familiar with the hospital and its staff or by the medical staff.

Lists of suggested books are:

1. Brandon, AW. "Selected list of books and journals for the small medical library." Medical Library Association. Bulletin. 57: 130-50, Apr. 69.

2. Stearns, NS and W. Ratcliff. "An intergrated health science core library for physicians, nurses and allied health practitioners in community hospitals." New England Journal of Medicine. 283: 1489-98, 31 Dec. 70.

3. Medical Information Communications Service. Area IV (UCLA)-CRMP. Starter collection for hospital libraries-Books. (see Appendix pages 56-65)

B. Acquiring new books

Each year hundreds of new medical books are published. It is important to acquire for your library those that the staff should have immediately available.

1. How to find out what is being published:

   a. Publishers catalogs or announcements
   b. Book dealers' announcements
      1. Medical Books in Print. An annual free list of major medical books issued by American publishers. Available through several dealers. It is copyrighted by Stacey, a division of Bro-Dart Industries, City of Industry, 15255 E. Don Julian Road,

California 91747 and P.O. Box 923, Williamsport, Pa. 17701.

2. Off the Press. A free list of major medical works published in the U.S. and Great Britain. Available from Stacey, a Division of Bro-Dart.

3. Lists made available through large bookstores. Ask your dealer if he has such a list.

c. Acquisition lists from nearby medical school or society library or the regional medical library.

d. Advertisements or book sections in journals.

e. NLM Current Catalog. A list of books and journals acquired by the National Library of Medicine and other major medical libraries in the U.S. Contains cataloging information for each book. Available on subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (monthly - $7.50; quarterly - $13.00; annual cumulation - $16.25).

f. Books in Print. Annual list of publications from U.S. publishers. Two volumes available from R.R. Bowker, 1180 Avenue of the Americas, New York, New York 10036; $21.85.

2. How to select what to buy:

a. Standard texts.

b. New or revised editions of a book you already own. Check information on new or revised editions to see if the new edition differs from the older editions. You may also wish to get an opinion from your medical staff.

c. Suggestions from the staff are very useful and should be encouraged. A sample form to give patrons, to remind them to suggest books, is Book Selection illustration #1 on page 8.

d. Read reviews published in book section of the Journal of the American Medical Association or other journals to become acquainted with books that are being published that would be suitable for your library.

e. Items borrowed more than once or twice on interlibrary loan.

Submit the list of suggested purchases to your library committee via the chairman. For each title, if a review is available, note the essence of what the reviewer said (note where you found the review for future reference). In cases of doubt, books may be ordered on approval, or in some cases you may borrow the book on interlibrary loan so that staff members may examine the book and decide if it should be purchased.

3. Gifts

   a. Gifts are a wonderful way to receive additions to your library. Staff members frequently contribute gifts to an active library.

   b. Accept gifts with a thank you letter from the library to the donor.

   c. Accept gifts with no strings attached. It is better not to accept gifts that you cannot dispose of when the material becomes dated.

   d. Problems:

      1. Material may be too old when you receive it. Receive it graciously and if it is of no use, destroy it.

      2. Do not evaluate a gift for tax purposes. Accept the gift with a letter listing the items giving the author, title and date. The donor and his tax consultant should accept the responsibility for the tax claim.

Book Selection Illustration #1

REQUEST FOR A NEW MEDICAL LIBRARY BOOK

Requester _____ Date _____

Department _____ Telephone _____

Author _____

Title _____

Publisher _____ Publ Date _____

Price _____ Source of Information _____

Comment on Book:

Source:

Action by Library Committee:

Purchase _____ Hold for reviews _____

Disapproved _____ (Duplicates available materials _____;

Lack of funds _____; Other _____)

ORDERING

A. Ordering procedures for books

1. After deciding to purchase a book, check the library's card catalog and files to be certain that the book is not already in the library or on order.

2. Prepare an order card (forms can be purchased from library supply houses).

Type or Print

Author Inverted: Top, Franklin Henry

Title: Communicable and Infectious Diseases; Diagnosis, Prevention, Treatment

Order no.

Ordered 1/1/70
Received

Handling

Edition: 6th ed | Place: St. Louis | Date: 1968

Publisher: Mosby

Vols. ..... Repl.

Call no.

No. of Copies: 1

Charge to

Price: $25.00

Dealer

Shipping

Recommended by

Countersigned by

Include:

a. First author's last name and at least his first initials.

b. The exact and complete title; watch out for similar titles.

c. The edition; check carefully to see you are ordering the most recent and up-to-date edition. When you are uncertain, you may wish to write "latest edition".

d. Publisher's name, place of publication and date of publication.

e. List price

f. Date ordered

3. Make certain the order information is correct using one of the tools used for book selection. If you

cannot find the book listed in print, your public library or local bookstore may be willing to help you with this over the telephone. They usually have Books in Print or similar tools to check information on books that can be ordered.

B. Order the book

1. Follow your hospital's purchase procedures using the appropriate forms.

   OR

2. If the hospital procedures allow, write a letter on hospital stationery.

Dear Sirs:

Would you send one copy of each of the following books to:

Medical Library
Get-Well Quick Hospital
14 Mercy Drive
Healthy, California 90000

1. Chayet N: Legal implications of emergency care. New York, Appleton-Century-Crofts, 1968. $6.95.

2. Martin EW: Techniques of medication. Philadelphia. Lippincott, 1969. $18.00.

3. Sharpe JC & Marx F. Jr: Management of medical emergencies. 2nd ed. New York, Mc Graw-Hill. $19.50.

4. Henderson J: Emergency medical guide. 2nd ed. New York, Mc Graw-Hill. $7.95 (cloth).

Thank you.

Sincerely yours,

, Librarian

3. Where to send the order

   a. You may order directly from publishers or from dealers that specialize in medical and technical books.

b. How to decide:

A dealer will stock books from many publishers and should save time and effort on your part. Select a dealer that:

1. has a large stock so he will be able to fill your requests rapidly.

2. has accurate and simple procedures.

3. gives good service.

4. is convenient for you to use. If he is close you may call for rush orders or can make inquiries into orders that are taking a long time to fill.

5. gives the standard library discount.

c. For dealers in your area, please consult the yellow pages of the telephone directory in the nearest large city.

Dealers: _____

_____

_____

_____

C. When the book arrives

1. Compare the book received with the order slip to see if you have received the right item.

2. Fill in the date received on the order slip; fill in the actual price.

3. Send the invoice that accompanied the book to the appropriate hospital department for payment.

D. Suggestions

1. Order at regular intervals throughout the year.

2. Use as few dealers as possible, preferably only one or two.

3. Periodically check the order file to see that all the books have been received. Dealer should notify you within 30 days of your order about the status of each item.

4. Keep your records current and correct.

CATALOGING AND CATALOG CARDS

A library card catalog is an index on 3x5 cards to the library's collection. Cataloging is transferring descriptive information taken from a book onto a card so that the user can tell if this is the book he wants and where in the library it may be found.

A. Each catalog card contains the following information

1. Author's full name if the book was written by an individual
   a. If the book was written by more than one person, use the first author mentioned.
   b. An editor is considered an author.
2. Complete title and subtitle
3. Author statement if there is more than one author
   a. The names of the first two authors will be contained on the catalog card.
   b. Additional authors will be represented by the statement "and others".
4. Edition (if other than the first)
5. Imprint: Place of publication, publisher, date of publication
6. Pagination, number of volumes, note if volume is part of a series, etc.
7. Tracings
   a. Second author's name (if there is one)
   b. Title
   c. Subject headings
8. Call number (classification symbol and Cutter number) if the volume is classified. This may be replaced by any designation of location that is used to locate the book.

B. The basic catalog card is prepared by typing this information onto a 3x5 card using the following format:

Call Number	**Author's last name, first name** **Title. edition. Place of Publication, Publisher, Date.** **Number of Pages** illus.

C. Kinds of catalog cards (see Cataloging illustration #1, page 16)

1. Author or main entry card. This is the basic card. For each book the set of catalog cards uses this basic card with specific identifying information typed on the line above the author's name.
2. Title card - the basic card with the book's title typed on the line above the author's name.
3. Additional author cards - for the second author's name. A basic card is made with the second author's name typed on the line above the first author's name (last name first).
4. Subject card - for each subject heading used to describe the contents of the book, a basic card is made with the appropriate subject heading typed above the author's name.
5. Shelf list card - the basic card with business information such as price, date acquired, damage, date discarded, etc., added. These cards are arranged by call number. This file is in the same order as the books on the shelves.

D. Availability of sets of basic catalog cards

Catalog cards are printed by the Library of Congress. These may be obtained from some book distributors, commercial firms or directly from the Library of Congress. If you wish to purchase catalog cards with the basic information printed on them, you may discuss it with a book jobber or write to:

Card Division
Library of Congress
Building Number 159
Navy Yard Annex
Washington, D.C. 20541

1. Indicate to the Card Division that your library wishes to become a subscribing member to LC cards.
2. Library of Congress will send you a subscribing number, a supply of card order slips and a manual describing the correct way to order cards.
3. Every book cataloged by the Library of Congress receives a unique number; this LC number is used to order the set of catalog cards for each book. LC numbers may be found most easily on the reverse side of the title page in some books or in some dealer's catalogs.
4. It usually takes 3-7 weeks to receive cards after they are ordered and they cost about 35¢ a set.
5. A set consists of enough basic cards for you to make a second author card, a title card, and subject cards. If you use LC cards, you will need to add the NLM classification number and MESH subject headings.

E. Sources of cataloging information

1. The librarian in a small library should do as little cataloging as possible, freeing time to provide reference and other services.

   Tools are available that provide the librarian with cataloging information that she may have typed on cards. One of these tools is the Current Catalog from the National Library of Medicine.

   NLM Current Catalog. This is available on subscription from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Monthly $7.50; quarterly - $13.00; annual cumulation - $16.25.

   This monthly publication gives the cataloging and classification information for materials currently cataloged at the National Library of Medicine using their classification scheme and subject headings. Many books are included so you will have to find the cataloging information for each book you have by looking under the author's last name. The information can then be marked for someone to type the catalog cards you will need.

2. For those librarians interested in learning more about cataloging, the following manual will be helpful:

   Robinow BH: Organization of Hospital Libraries, Toronto, Canadian Hospital Association, 1967. $4.00

F. Subject headings

It is best to have only one list of subject headings from which to select the subject heading or headings to be used to describe any one book. The most widely used medical list is Medical Subject Headings. Order information can be found in the Appendix, page 72.

Selecting subject headings:

1. Select headings that describe the major subjects of the book.
2. Select as specific a heading as possible. Do not select Head for a book on diseases of the middle ear. Use Ear diseases.
3. Select not more than three headings.

G. Catalog card files to keep

1. Keep one file for users with author cards and a title card interfiled alphabetically for each book in the library.
2. Keep a file for users with a subject card for each subject heading selected for each book in your library. This is important since a book can be in only one place on the shelf but the user can find it by using the subject catalog to the books.
3. Keep a shelf list for your use and to take inventory.

CATALOGING ILLUSTRATION #1

WY
85
P314n
1969

PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title

Title Card

Nurse and patient

WY
85
P314n
1969

PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title

Subject Card

Nursing ethics

WY
85
P314n
1969

PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title

Subject Card

Nurse-patient relations

WY
85
P314n
1969

PEARCE, Evelyn Clare
Nurse and patient; human relations in nursing. 3d ed. London, Faber & Faber, 1969.
170 p.
1. Nursing ethics 2. Nurse-patient relations I. Title

CLASSIFICATION

When there are only ten or twenty books on a few shelves, the library user can easily find the specific book he is looking for or the book the library has that interests him. As the number of books gets larger, it takes more and more time to find what you want unless it is a very large book or in a very colorful binding.

A. Should you classify your library?

1. If your users take more than a minute or two to find the book they seek, your library needs to be classified.
2. If you have more than sixty or one hundred books, you need some classification.

A simple classification would be to select the medical specialty representing each book, label a section of a shelf with that specialty and group the books by the specialty they represent. Thus, if you have three obstetrics books, they would be together and the pediatric textbooks would be with books on the newborn, etc.

B. Larger collections

Collections of over 300 books must be arranged in some order if the user is to find rapidly what he wants. Most libraries use a classification system to arrange their books on the shelves. The two widely used general classification schemes are the Dewey Decimal Classification and that of the Library of Congress. Since large medical collections need a very detailed classification of medical subjects, several special classification systems have been developed. The most up-to-date system is that developed at the National Library of Medicine.

U.S. National Library of Medicine. National Library of Medicine Classification. 3rd ed., 1964, with 1969 Supplementary Pages. Washington D.C., Government Printing Office,1969. $2.75 prepaid.

The main classes of the National Library of Medicine Schedule are illustrated in Classification illustration #1, page 20.

C. How do you classify a book?

1. Classify a book by its subject
2. The title and subtitle of the book will usually indicate the subject of the book. Sometimes you need to read the preface and the table of contents.
3. If the book deals with two or more subjects, select the one that appears to be most important to the author's.
4. If the subject is still not clear, consult a member of the medical staff.
5. Remember it is important to put a book where your users will look for it.

6. After you have decided on the subject, find the classification symbol for this subject in the classification scheme, i.e., QY for a book on clinical pathology.
7. Label the spine of the book with the classification symbol. (see section on Labeling, page 21). Books are arranged on the shelves by their classification symbols so that books on similar subjects will be grouped. together.

D. Cutter or author number

1. The small library

If there are several books with the same classification number, they may be arranged on the shelf alphabetically by author. Large libraries use Cutter Tables to assign a number after the first initial of the author's last name so books can easily be shelved in order. In a small library you may use only the classification number taking no note of the author's last name or you may use the first initial of the last name. For example, the call number for Nelson's Textbook of Pediatrics might be

WS
100
N

A book on pediatrics by Gellis would be

WS
100
G

and thus on the shelf the Gellis book would come before Nelson's text.

2. A medium sized library might wish to use the following simple table devised by the Library of Congress:

FOR LAST NAMES OF AUTHORS BEGINNING WITH VOWELS (AND S) FOLLOWED BY:

CONSONANTS	b	d	l	m,n	p	r	s,t
NUMBER IS	2	3	4	5	6	7	8

FOR LAST NAMES OF AUTHORS BEGINNING WITH CONSONANTS FOLLOWED BY:

VOWELS (or r)	a	e	i	o	r	u	y
NUMBER IS	3	4	5	6	7	8	9

To use this table:

a. Select the first initial of the last name of the first author

b. Select the appropriate number for the second letter in the author's last name
c. If no number seems immediately appropriate, select the lower number of the two between which the second letter of the author's last name would fall

Thus, for Nelson the author symbol would be N4; for Gellis G4; for Armstrong A7; for Allen A4; for Smith S5, etc. For Summers you would use S8. For Thayer you would use T4, since h is between e (4) and i (5), you would select the lower - 4.

3. Cutter Tables can be purchased for the large libraries.

E. If you are using a classification scheme other than that devised by the National Library of Medicine and are happy with it, you will probably wish to continue to use it. It is very time-consuming to reclassify a library and thus very expensive. If most of your books are old and unused, you may wish to classify all new purchases according to the NLM classification.

F. Journals

The most convenient shelf arrangement for journals is in alphabetical order by journal title. This arrangement makes it simple for the user to go directly to the shelf to find a journal he wants.

CLASSIFICATION ILLUSTRATION #1

PRECLINICAL SCIENCES

QS Human Anatomy
QT Physiology
QU Biochemistry

QV Pharmacology
QW Bacteriology & Immunology
QX Parasitology

QY Clinical Pathology
QZ Pathology

MEDICINE AND RELATED SUBJECTS

W Medical Profession
WA Public Health
WB Practice of Medicine
WC Infectious Diseases
WD 100 Deficiency Diseases
WD 200 Metabolic Diseases
WD 300 Diseases of Allergy
WD 400 Animal Poisoning
WD 500 Plant Poisoning
WD 600 Plant Poisoning
Physical Agents

WD 700 Aviation & Space Medicine
WE Musculoskeletal System
WF Respiratory System
WG Cardiovascular System
WH Hemic & Lymphatic Systems
WI Gastrointestinal System
WJ Urogenital System
WK Endocrine System
WL Nervous System
WM Psychiatry

WN Radiology
WO Surgery
WP Gynecology
WQ Obstetrics
WR Dermatology
WS Pediatrics
WT Geriatrics. Chronic Disease
WU Dentistry. Oral Surgery
WV Otorhinolarynogology
WW Ophthalmology
WX Hospitals
WY Nursing
WZ History of Medicine

LABELING BOOKS

In order to remind patrons that the book or journal they are using belongs to the hospital library and should be returned so that others may use it, library items should be well marked. A rubber stamp with the name of the hospital with MEDICAL LIBRARY added should be used to identify the books as library property. It is advisable to stamp the inside covers, both front and back, and the top and bottom edges of the book. Journal covers are usually stamped in addition to one or two pages in the journal.

At the time books are stamped, many librarians paste in the book pockets and date due slips that will be used in circulating the book (see section on Circulation, page 48). If the book is not to leave the library, you can have a "non-circulating" stamp made and stamp the inside covers of the book.

White labels for the spines of books can be purchased. These can have the hospital's name printed on them. If you classify the collection, you would type or letter the classification symbol on this label. Or you may wish to use white or black ink and a book marking pen. Library equipment catalogs will describe several kinds; your budget and talent will govern your decision.

JOURNALS

A journal is a publication that comes out at regular intervals and is intended to be published indefinitely. Most journals contain several articles on different topics written by different authors. In most cases, journals have paper covers and are published with volume and issue numbers and a date.

A. Why do we have journals?

Journals started hundreds of years ago when scientists wrote letters to one another telling of their work and results. Later, letters were passed around among colleagues. Eventually, these were formally published as journals. Modern day journals contain short communications of results of experiments or clinical trials of drugs, descriptions of techniques or new diseases, etc. It takes less time to publish a journal issue than it does to publish a book. Journals are published in countries all over the world and in many languages. In order to keep up with the progress of medical knowledge all over the world, it is necessary to know what articles all journals contain. Since no library can subscribe to the more than 10,000 biomedical journals, indexes to the better journals are published. The major American medical index is Index Medicus, a monthly index of about 2,500 English language and foreign language medical journals. By subscribing to Index Medicus you can see for any medical subject if an article has been written in one of these journals. If you find a reference to an article you want but don't have that journal, then you may borrow it from a library that does subscribe to that journal (see Interlibrary Loans section, page 28). Order information for Index Medicus can be found in the Basic Starter Collection for a Hospital Library Reference Works, page 71).

B. The parts of a journal

1. Title
2. Volume
3. Dates - issue
4. Pages
5. Contents
6. Advertising
7. Index

C. What kinds of information can you get from journals?

In addition to the articles, journals contain:
1. Notices of meetings
2. Book reviews
3. Advertisements for new books and journals
4. News items

D. What journals does your hospital need?

As in the case of books, the selection of journals should reflect the needs and interests of your staff.

1. There are several lists of recommended journals:

   a. Starter Collection of Journals. Appendix, pages 66-70).

   b. Stearns, NS & W. Ratcliff. "An integrated health science core library for physicians, nurses and allied health practitioners in community hospitals." New England Journal of Medicine, 283: 1489-98, 31 Dec. 70.

   c. Yast, H. "90 Recommended Journals for the Hospital's Health Science Library." Hospitals 41:59-62, 1 Jul 67.

2. Principles to follow in selection:

   a. Select good quality journals.

   b. Select journals representing the medical specialties practiced in your hospital.

   c. Select journals that are indexed in Index Medicus, Hospital Literature Index, or a similar index that you have.

E. Ordering procedures for journals

1. A journal subscription is usually placed with the intention of continuing it indefinitely. After deciding to subscribe to a journal, complete an order form card with the journal title, publisher or issuing society, publisher's address, annual subscription rate and volume, issue and date with which your order is to begin.

2. Order either through a subscription agent or directly through the journal's issuing body. Subscription agencies are service organizations which deal in handling subscriptions. They will be helpful in ordering journals, claiming missing issues, renewing orders, obtaining sample copies, etc. In most cases, if you decide on a subscription agency, you would let them handle all your journal orders except those journals that come as a benefit of membership in a society, or that are government sponsored. You would receive an annual itemized invoice for all your orders. Subscription agencies may charge for their services, so be certain to check on costs and experience before putting your subscriptions in an agent's hands. Subscription prices do change, so be certain to allow for this in your budget.

3. For addresses of subscription agents in your area consult the yellow pages of the nearest large city.

F. Checking-in records

You should keep a record of all the issues you receive in order to make certain all the issues are sent to you. Some libraries use a form similar to Journal illustration #1, page 27. You will need one form for each journal title you receive. They can be kept alphabetically by journal title in a 3-ring notebook. For each journal title you should indicate the source through which you obtain the journal. It would be advisable to note the date you started to order the journal and the subscription price each year.

To check-in a journal

1. Mark the year in the year column.

2. Indicate the volume for that year.

3. For monthly journal put a check in the box under the appropriate month as the journal is received.

4. For journals that come weekly or twice a month you will want to modify the form or under the month mark the number of each issue as it comes in.

5. You should review your check-in records at least quarterly to see that you are receiving the journals you ordered.

G. How to shelve journals

1. Be certain to mark them as library property.

2. Arrange them alphabetically by title. In alphabetizing them use each word in the title except "the" or "a" at the beginning of the title. The following titles are alphabetically arranged:

   a. American Journal of Medicine

   b. Annals of Internal Medicine

   c. Journal of Pediatrics

   d. Journal of the American Medical Association

   e. Surgery, Obstetrics and Gynecology

3. Binding journals

Many libraries bind together (put in hard covers) the journal issues that comprise each volume.

a. Should you bind?

Binding does protect the journals and it does reduce the number of lost issues. However, binding is expensive, it means that in order to circulate one issue all the issues bound with it must circulate, and journals are away from the library for several weeks or months while they are being bound.

The authors feel that smaller hospitals should not bind their journals; medium sized hospitals may or may not and large hospitals should bind only those journals they will keep for over 3-5 years.

b. Binding procedure

1. Select a reliable bindery.

2. Bind journals as soon as a volume is completed. This will usually mean shipments to the bindery will be in July and January.

3. Arrange with another hospital library in your area to send shipments at different times so you both won't be missing the same volume at the same time.

4. Collect all journal titles with completed volumes.

5. Follow the procedures required by your bindery for each completed volume you are sending to be bound.

4. Shelving journals if you don't bind

To keep journals standing upright and relatively neat you may wish to store them in Pamphlet boxes or Princeton binders, etc. Whatever method you use, they should be visible so the user can easily select the title and issue that he wants.

5. How long do you keep journals?

The decision to keep or discard journals must depend on their use at your library and their availability on interlibrary loan. It is expensive to store journals, so in general:

a. Non-teaching hospitals may wish to keep a five year file of each journal title.

b. Teaching hospitals may wish to keep a ten to fifteen year file of each journal title.

c. If your staff utilizes journals that contain large amounts of x-rays, electron microscopy pictures, or other illustrations that do not photocopy well, you may wish to keep a longer file of these journals.

H. Missing issues

If you have a subscription agent, he will give you forms for claiming an issue you have never received. If not, you will have to write to the Journal's business office.

If you do not bind you may decide not to replace old issues that have become lost. If you need to replace a missing issue (other than a current issue) you may be able to obtain the issue through a large medical library that has duplicates which are made available to smaller libraries. Your regional medical library may be able to direct you to an appropriate source.

Individual articles from missing issues needed by patrons may be requested through Interlibrary Loan (see page 28).

Journals Illustration #1
PERIODICALS RECORD

TITLE _____

PUBLISHER or AGENT _____

ADDRESS _____

Frequency _____

Yr.	Vol.	Ser.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Index

INTERLIBRARY LOANS (ILL)

No library can acquire and store all the materials that all of its users might need. In order to make materials available to users anywhere, libraries have agreed to lend to other libraries that need a book or to borrow from a library that has the needed item.

If one of your patrons requests an item not available in your library, either you or he can fill out a form you can have specially prepared for this purpose (see ILL illustrations #1 and #2, page 33). Put down as much of the information as the patron knows, including the date after which the item will be of no use to the patron (the deadline). Then check to make sure the item requested is really not in your library nor in another part of the hospital.

Sometimes patrons request items that may not exist, are not printed yet, or give you incorrect information. It is important for you to verify that the requested item does exist and to give as much correct information as possible so that the lending library can find the item rapidly and easily for you.

A. Verification - you can verify items by finding them mentioned in print.

1. Journal articles

a. Look for the author's name in the author's section of Index Medicus. If you find the name with the same title of the article, check the pagination, journal title and date against the information given on the request form. Note on the form in space labeled "verified in" where you found the verification - the title of the source, the page and the date. If there are major differences between what you find, i.e. the year, the journal title or the title of the article, you should check with the requester; you may have found a similar but different article.

b. You may not be able to find the article in Index Medicus or a similar source, but the requester may have seen it mentioned in the bibliography of an article. You may cite that bibliography as source of reference. In the space labeled "source of reference" on the ILL form, indicate the journal title, volume number, pagination and date of the article,

where the article you want is cited.

c. If abbreviations are used for the title of the journal, complete the title only if you can find the abbreviation and the complete title listed in a journal list such as the List of Journals Indexed in Index Medicus. It is better to leave the abbreviation than to guess incorrectly.

2. Books

a. You will not have readily available sources of verification for older books unless the requester has seen them cited in a bibliography.

b. For current English language books you should consult the sources discussed in the section on Book Selection (pages 5-7). In the space labeled "verified in" on the ILL form, you would then put where you found it listed.

c. Very new books may not yet be listed. A local bookstore or public library may be able to help you tell if the book is already published.

You will not be able to verify every request, but you should try. Borrowing is a privilege and the borrowing librarian should do everything possible to make it easy for the lending library.

It is also important to give as much information about the item needed because if the spelling of the author's name is wrong, perhaps the subject of the book or article will help the lending library locate what you want.

B. Choosing the lending library

In order to complete the ILL form, you must decide from which library to request the item. To do this most efficiently, you should become familiar with the medical libraries in your community and get to know both the librarian and the collection. It is preferable and usually faster to borrow something locally than to request it from another city or state. If the item is not available in your community, you may request it from larger medical libraries in your region such as medical schools, medical societies and the regional medical library. Write and ask about the rules and procedures each of these libraries might have for lending their books and photocopying journal articles.

1. Requests for journal articles
   Many medical libraries have compiled lists of the journals in their collection and you should request these lists from those libraries from whom you intend to borrow. By consulting these lists, you can determine which library has the specific journal and direct your request there.

2. Requests for books
   It is more difficult to determine which library may have a particular book. You can usually determine by telephone if a nearby library has the book. Otherwise, request from a large medical library or the regional medical library.

C. Requesting the item

The request should be typed on a standard ALA Inter-library Loan form to be sent to the lending library. These may be purchased from library supply companies (see ILL Illustration #4, page 36). Each ALA form is a 4-part form, each copy of which is used for the specific purpose noted on the copy.

1. Filling in the form
   Be sure to include all the information requested on the form. ILL illustrations 3A and 3B (pages 34-35) give directions on completing the form. Illustration 3A is an example of a request for a book and 3B is a request for a journal article.

2. Only one item should be requested on each form.

3. The information obtained from the requester that you verified should be included. The source of verification should be noted, or the phrase "unable to verify".

4. Each request should be signed by the librarian or an authorized person.

5. A mailing label addressed to your hospital should be paper clipped for each book or bound volume requested. Books will only be mailed to a library and not to individual requesters.

6. If a photocopy of an article is requested, some libraries will mail the photocopy directly to the requester. If he would like to receive the photo-copy at his home or office, the mailing label should be addressed appropriately and it should be noted on the ILL form "to be mailed directly to requester".

7. Keep the "D" part of the ILL form so you will know what you borrowed and when.

8. Mail the remainder of the ILL form to the library you are asking to lend you the item.

9. ILL requests are filled and the item usually put into the mail to you within a day or two if the request is correct and the item requested is on the shelf at the lending library. If the information is incorrect, it may add more days to the time, and if the item is not on the shelf of the lending library, even more time may elapse. The lending library will usually notify you if there will be a considerable delay or if the request cannot be filled by the deadline you have indicated.

D. Possible ways in which items may be received

1. A photocopy comes to the library for you to give to the patron. He may keep the photocopy and dispose of it as he wishes. You may note on your "D" form that this request was received.

2. An item is sent to you that must be returned to the lending library after the requester uses it. Usually only bound volumes or paperback books are to be returned. The ILL form returned with this item will have a "due date" stamped on it. When you give the item to the borrower, you should tell him when it is due. It is your responsibility to see that the book is returned to you on the due date and then mailed to the lending library. Use the return address as indicated on the package. If the wrappers are in good condition, you may wish to save them for mailing the book back. If the patron wishes a longer time to use the item, mark "renewal requested" on the "C" part of the ILL form and send it to the lending library.

3. The item requested may not come. This happens very rarely. If you have heard nothing in ten days or so, photocopy your "D" form and send the photocopy to the library to which you originally sent the request. Write on the request, "Have not yet received".

E. Returning borrowed books

1. When you return an item to the lending library, please take care to see that the book is carefully wrapped. Insulated bags are very easy to use and can be purchased from library supply companies (see ILL illustration #4, page 36).

2. When an item is returned to the lending library, note the date you returned the item on your copy "D" of the ILL form, and mail this form separately to the lending library.

F. Records you should keep

You should keep a record of the items you borrowed to give your administrator an idea of how busy the library is. Also, if one journal or book is borrowed several times in a year, you should consider buying or subscribing to it for your own library. You may wish to use the original request form you filled out to keep your statistics.

ILL Illustration #1

Name of your library
Name of your hospital

Request for journal article not
Available in the library

Author & title of article _____

_____

Title of Journal _____

Volume Number _____ Year _____ Pages _____

Source of Reference _____

Material must arrive before: Month _____ Date _____

Your name _____

Address _____
Street and number

_____
City State Zip Code

Phone _____ Ext _____

ILL Illustration #2

Name of your library
Name of your hospital

Request for book not in library

Author _____

Title _____

Publisher _____ Place _____ Year _____

Source of reference _____

Material must arrive before: Month _____ Date _____

Your name _____

Address _____
Street and number

_____
City State Zip Code

Phone _____ Ext _____

ILL Illustration 3A

DIRECTIONS FOR PREPARING REQUESTS FOR MONOGRAPHIC MATERIAL

Date of request: (1) DATE

Call-No.

(2) NAME OF YOUR LIBRARY

STREET ADDRESS

CITY, STATE, ZIP CODE

A REQUEST

For use of (3) J. Doe, M.D. Status (4) Resident Dept. (5) Pathol.

Author (or periodical title, vol. and year)

(6) Koss, Leopold G.

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

(7) Diagnostic Cytology: 2nd ed.
Philadelphia: Lippincott, 1968

Verified in (or source of reference)

(8) Books in Print vol. 1 p.868

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $_____

(9)

Note: *The receiving library assumes responsibility for notification of non-receipt.*

AUTHORIZED BY: (10)
(FULL NAME)

Title_____

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charges $_____ Insured for $_____

Date sent_____

DUE_____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not owned ☐ Non circulating ☐ _____

Estimated Cost of: Microfilm_____

Hard copy_____

BORROWING LIBRARY RECORD:

Date received_____

Date returned_____

By ☐ Library rate ☐ _____

Postage enclosed $_____ Insured for $_____

RENEWALS: *(Request and report on sheet C)*

Requested on_____

Renewed to_____
(or period of renewal)

1. Date request form is prepared.
2. Complete name and address of borrowing library including zip code. If more than one form is sent at one time, complete name and address must be included on each form. (This may be preprinted on the form.)

3-5. Identification of borrower for whom request is made.

6. Name of author with first name or initials.
7. Title of book with edition, place and date of publication.
8. Complete bibliographic source of reference.
9. Complete address of the lending library.
10. Signature of librarian or staff member authorized to request loans.

PREPARE A SEPARATE FORM FOR EACH BOOK REQUESTED.

DETACH AND RETAIN BOTTOM SHEET (ORANGE, FORM D) OF FORM ONLY.

ALL REQUESTS MUST BE TYPED. PLEASE DO NOT REMOVE CARBONS FROM SHEETS OF FORM.

ILL Illustration 3B

DIRECTIONS FOR PREPARING REQUESTS FOR ARTICLES IN PERIODICALS

A REQUEST

Date of request: (1) DATE

Call-No.

(2) NAME OF YOUR LIBRARY

STREET ADDRESS

CITY, STATE, ZIP CODE

For use of (3) J. Doe, M.D. Status (4) Resident Dept. (5) Med.

Author (or periodical title, vol. and year)

(6) American Journal of Obstetrics and Gynecology
vol. 95, 1966

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

(7) Babuna, C. and Yenen, E. Enzymatic determination of placental function. A rapid method. pp. 925-34

Verified in (or source of reference)

(8) Index Medicus 8:5402, 1967

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $_____

(9)

Note: *The receiving library assumes responsibility for notification of non-receipt.*

AUTHORIZED BY: (10)
(FULL NAME)

Title_____

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐ _____

Charges $_____ Insured for $_____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not owned

☐ Non circulating

☐ _____

Estimated Cost of: Microfilm_____

Hard copy_____

BORROWING LIBRARY RECORD:

Date received_____

Date returned_____

By ☐ Library rate ☐ _____

Postage enclosed $_____ Insured for $_____

RENEWALS: *(Request and report on sheet C)*

Requested on_____

Renewed to_____
(or period of renewal)

1. Date request form is prepared.
2. Complete name and address of borrowing library <u>including zip code</u>. If more than one form is sent at one time, complete name and address must be included on each form. (This may be preprinted on the form.)

3-5. Identification of borrower for whom request is made.

6. Complete title of periodical, volume number and date. (Do not enter author of article in this space.)
7. Complete citation: author, title of article and <u>inclusive</u> pagination.
8. Complete bibliographic source of reference.
9. Complete address of the lending library.
10. Signature of librarian or staff member authorized to request loans.

<u>PREPARE A SEPARATE FORM FOR EACH ITEM REQUESTED</u>.

<u>DETACH AND RETAIN BOTTOM SHEET (ORANGE, FORM D) OF FORM ONLY</u>.

<u>ALL REQUESTS MUST BE TYPED</u>. <u>PLEASE DO NOT REMOVE CARBONS FROM BETWEEN SHEETS OF FORM</u>.

ILL Illustration #4

LIBRARY SUPPLY HOUSES AND ADDRESSES

A.L.A. Interlibrary Loan Forms

Bro-Dart Industries
P. O. Box 92337
World Way Postal Center
Los Angeles, California 90009

DEMCO Library Supplies
Western Regional Office
P. O. Box 7767
Fresno, California 93727

Gaylord Brothers, Inc.
29 North Aurora Street
Stockton, California 95201

Insulated Book Mailing Bags

DEMCO Library Supplies
Western Regional Office
P. O. Box 7767
Fresno, California 93727

Jiffy Bags
Trade Paper Company
4501 South Santa Fe Avenue
Los Angeles, California 90058

Addresses for California are given. For those in your area, check the telephone directory.

REFERENCE SERVICES

A medical library, along with being the source for books and journals, may also provide other services for its staff. When a doctor comes to a library, he may frequently be interested in finding the answer to a specific question rather than want to consult a particular book or journal. At other times he might want to locate books and articles about a specific subject. In both these instances, the librarian can assist in obtaining the desired information.

A. Answers to specific questions

The kinds of questions that fit into this category include requests for information on physicians, hospitals, health organizations, professional meetings, drugs, diseases and medical terms. To answer these types of inquiries, the librarian should become familiar with the specific reference books in existence that provide this type of information. The following reference books are usually found in hospital libraries. Order information (price, publisher, etc.) about any of the books mentioned here is listed in Basic Starter Collection for a Hospital Library - Reference Works which is included in the Appendix (pages 71-74).

1. Directories

Just as the telephone book provides specific information (name, address, telephone number) about an individual, the following directories provide data on physicians, hospitals, health organizations and medical meetings.

a. American Medical Directory

1. Published by the American Medical Association.

2. Listing of all legally qualified physicians in the United States.

3. The following information is given for each physician listed:

   a. Name

   b. Address

   c. Year of birth

   d. Medical school attended and year of graduation

e. Type of practice (private, research, intern, etc.)

f. Specialty

g. Board certification

h. Organizational memberships

4. Published in 3 volumes

a. Part I - Alphabetical listing of physicians giving their geographical locations.

b. Part II - The complete data is given for each physician by state and city.

5. May be a bit difficult to use because of the extensive use of codes

b. Directory of Medical Specialists

1. One volume published about every two years

2. Listing of all physicians certified by specialty boards

3. Arrangement

a. Physicians are listed under different boards (e.g. ophthalmology) then geographically by state and city

b. Alphabetical index to all physicians listed is at the back of the volume

c. Extensive use of abbreviations - easier to use than the American Medical Directory

4. Information given about each physician

a. Name

b. Address

c. Year of birth - place of birth

d. Internship and residency information

e. Military service

f. Present position

5. Other data available in volume - specialty board

   a. Composition of the board

   b. Requirements for certification

c. Hospitals; (guide issue, part II, August 1, of Hospitals; Journal of the American Hospital Association)

   A reference source for:

   1. Information on health care institutions

      a. Name and address

      b. Name of administrator

      c. Type of institution

      d. Number of beds

      e. Special facilities and services

   2. Information on the American Hospital Association

      a. Membership list

      b. Officers

   3. Listing of organizations, agencies and professional schools in the health field

   4. National hospital statistical data

   5. Sources of products and services used in hospitals (buyers' guide to hospital supplies and equipment)

d. American Medical Association Journal

   Directory type information is given near the beginning of each weekly issue

   1. First issue of the month - lists meetings to be held in the United States - listing by month of meeting

   2. Second issue of each month - list of meetings to be held outside the United States

3. Third issue of each month - list of organizations of medical interest - lists presidents and executive secretaries of each

4. Fourth issue of each month - lists AMA officers and executive staff; includes State Medical Associations; gives information on state examinations and licensure

5. Special issues - issued annually

   a. Annual report of the A.M.A.

   b. State Board issue (usually in June); statistics and requirements of the State Boards of medical examiners

   c. Continuing Education Courses for physicians

   d. Clinical convention issue

   e. Annual convention issue

   f. Education issue

2. <u>Physicians Desk Reference</u>

Distributed free to physicians; purpose: To make available essential prescription information on major pharmaceuticals, specialties, biologicals and antibiotics.

Five sections:

a. Alphabetical Index

   1. By brand name

   2. By company name

b. Drug, chemical and pharmacological index

c. Therapeutic indication index

d. Product identification section (pictures of pills)

e. Product identification section (narrative)

3. Handbooks

a. Merck Manual

1. A handbook of diagnosis and therapy

2. Primary objective of the Manual is to provide up-to-date information in one handy, readable book compendium

3. Coverage is mainly medical (as opposed to surgical)

b. Current Diagnosis and Treatment

Intended to serve as a useful desk reference on the most widely accepted techniques currently available for diagnosis and treatment. Deals primarily with internal medicine disorders.

For each condition:

1. Essentials of diagnosis

2. General considerations

3. Clinical findings

4. Treatment

5. Prognosis

c. Current Medical References

1. Provides a list of good English language references on medical subjects

2. It is an annotated compilation of "representative" references

3. Selection of articles to provide those readily available in the average modern library

4. Good for clinical subjects

4. Dictionaries

a. Dorland's Illustrated Medical Dictionary

b. Stedman's Medical Dictionary

5. List of Journals indexed in Index Medicus

Four sections:

a. Abbreviation listing of journal title followed by full title

b. Full journal title listing followed by abbreviation

c. Listing by subject

d. Listing by country of publication

B. Finding articles or books on a specific subject or by a particular author

Another service the librarian can provide for the hospital staff is compiling bibliographies or lists of articles and books that have been published on specific subjects. By consulting the indexes to journal articles, the librarian can usually find a few references to articles on the requested subject.

1. Accepting the request

a. Obtain as much information as possible from the requester, including a clear statement of what he wants

b. Suggested questions to ask the requester

1. Does he want only articles written in English? Any other language? All?

2. Does he want only articles published in the last six months? Last year? Last 3 years, etc.?

3. Is he interested in diagnosis, treatment, etc.?

2. Understanding the request

a. Look up unfamiliar words in a medical dictionary. Make note of any synonyms and differences in spelling.

b. Check information in handbooks (e.g. Current Diagnosis and Treatment)

c. Check textbooks for a mo:e in-depth discussion

3. Where to look

   a. Index Medicus

      The major index to the journal articles in medicine is Index Medicus. It is a monthly publication which indexes 2500 medical journals. Further information on how to use Index Medicus will be found on pages 45-47.

   b. Cumulative index to nursing literature

      1. Bi-monthly with annual cumulations

      2. English language articles only

      3. Also indexes book reviews, pamphlets, illustrated material, films, filmstrips and recordings

   c. Hospital Literature Index

      1. Covers administration, planning, and financing of hospitals and the administrative aspects of medical, paramedical, and pre-payment fields

      2. English language only

      3. Quarterly with annual and five-year cumulations

4. Procedure to follow

   a. Starting with the most recent issue of the index you will be using, check each issue under the pertinent subject headings.

   b. For each article you find that looks relevant, copy the complete reference on a slip of paper (3 X 5 is a good size).

   c. The volume, year and page of the index where the article was found should also be noted at the bottom of the slip of paper. This information will be needed when a request is made to borrow the item on interlibrary loan.

   d. Organize the slips containing references to articles in alphabetical order by author and give the slips or type a bibliography from the slips to give to the requester.

e. Sample

Black, LA: Coronary care. A challenge to the small community hospital. Ohio Med J 63:1311-4, Oct 67.

Storer, WR: Intensive coronary care units. J Indiana Med Assn 60:1043-4, Aug 67.

INDEX MEDICUS AND ABRIDGED INDEX MEDICUS

Index Medicus (IM) is the major American index to articles published in 2300 biomedical journals. It is a monthly publication arranged both by author and by subject. An annual cumulation is also published.

The Abridged Index Medicus (AIM) is a new publication, also monthly, with the same format as Index Medicus. AIM, however, indexes only 100 English language medical journals, predominately journals in clinical medicine. Every hospital library should have Index Medicus or Abridged Index Medicus, or both.

A. How to use IM and AIM.

The same principles apply to both publications

1. Choosing the subject heading or headings

   a. The subject headings used in IM are listed in the publication Medical Subject Headings (MeSH), which comes as part of the subscription to the regular Index Medicus. Libraries which subscribe only to AIM have to order MeSH separately. (Price and address are given on page 72.)

   b. Only those subject headings listed in MeSH are used. Be sure to look under synonyms to find the particular heading that is used.

   c. MeSH is divided into two sections. First is a listing of all the terms in alphabetical order. The second section lists these same terms but by categories. If you have difficulty in locating a term in the alphabetic section, be sure to look under the relevant category or categories to see what subject headings might be used to find articles you want.

2. Arrangement of Index Medicus

   a. Subject section
   Under each subject heading, citations that are primarily concerned with that subject will be printed.

      1. A citation includes the title, author, journal title, journal volume, pagination, and journal date.

      2. Under each subject heading, the citations are arranged alphabetically by the journal title.

3. An example:

1
ACHILLES TENDON
2
Tenotomy. Effect of the fine structure of the soleus of the rat. [3]Shafia SA, et al.
4 5 6 7 8 9
Arch Neurol (Chicago) 20:625-33, Jun 69 (42 ref.)

1 The MeSH subject heading

2 Title of the journal article

3 First author's last name and initials; et al means more than 1 authors

4 Journal title abbreviation. For the complete title, you would check the journal list in the front of the January issues of IM or each issue of AIM.

5 Volume number of the journal

6 Page on which the article starts

7 Page on which the article ends

8 Date that the issue of the journal was published

9 Indicates the number of citations in the bibliography of the article. This is included in the case of review articles.

4. How many times does a citation appear in the subject section? A citation appears under as many subject headings as are necessary to bring out the major concepts of the article. Usually this is two, three or four. Thus, an article on the treatment of streptococcal infections with sulfamethoxazole and penicillin; bacterial and immunological response, would be found under:

STREPTOCOCCAL INFECTIONS
SULFAMETHOXAZOLE
PENICILLIN

b. Author section
Alphabetical listing by last name of the authors of articles cited in that issue of IM. Second

and third authors' names are listed with a cross reference to the first or primary author. The information given for each citation in the author section is the same as that given in the subject section, except that a citation number is given. This is the number assigned by the computer-a unique number for each citation. You should have no reason to use this.

B. Miscellaneous

1. It takes time to index articles. Thus, an article in the July issue of Anesthesiology is not likely to be cited in the IM for 1-4 months, usually 2 months.

2. Both IM and AIM are cumulated annually. The cumulations are not included in the yearly subscription but must be purchased separately.

CIRCULATION

It is important that any book or journal in the medical library be available when it is needed. One way that has been suggested is to keep them all in the library. In such a library, anyone wishing to use a book would read it there.

However, this is not the kind of a library that would best serve hospital personnel. Except for a few important reference books, your books should be available so that users may borrow them for one or two weeks. Since it takes less time to read a journal article and most journals will not be read from cover to cover, journals may be borrowed for shorter time periods. The borrowing rules should be established by your library committee and all users should be told what they are.

Sometimes a user needs a book that has been borrowed; then it is important to know who has the book. Perhaps the borrower could return the book early or provide a photocopy of the information needed. A circulation system in your library will help you know who has a certain book, what books are borrowed most, and what persons need to be reminded that they have had a book for a very long time.

A simple circulation system would consist of:

A. Books

1 A book pocket - this manila pocket is pasted on the inside of the back hard cover of the book. Usually the pocket is marked with the classification number, the author's last name, the title of the book, and the date of publication.

2. A book card - this must fit in the book pocket. The classification number, the author's last name, the title, and the date of publication are typed on the upper section of the book card.

3. To borrow a book, the user removes the book card from the book pocket, marks down the date he is borrowing the book and signs the book card.

4. A box clearly marked "Book Cards" is placed in the library so that the user can deposit his signed book card. Then he may use the book wherever he wishes.

5. You should keep the book cards filed by author on your desk or wrapped with a rubber band in the Book Card box. Then you can easily find out who has a particular book.

6. When a user returns the book, put your initials by the date on the book card.

7. Return the book card to the book pocket making certain it is in the right book. After the book is returned to the shelf, it is ready to be borrowed again.

B. Journals

1. Book pockets and book cards are not as simple to use in journals.

2. Try having a notebook near the Book Card Box for users to sign when they borrow a journal.

3. A possible format would be:

Borrower's Name	Date Borrowed	Journal Title	Vol#	Journal Date

4. When the journal is returned, draw a line through the borrower's name, etc. and return the journal to its shelf.

C. Overdues

Since your library is small, you may wish to call or speak personally to borrowers that keep books out two weeks more than the borrowing period, and ask them if they are still using the book. Certainly notify a user if someone else has asked for the book. It will help prevent some users from forgetting to return books if you gently remind them that they have a particular book.

REPORTS

A hospital medical library is a service unit in a hospital. Its effectiveness can be measured in part by how much service it provides. The hospital administration and the health professionals working in the hospital should receive at least an annual report of what the library has done. Over the years these may be compared and trends reported.

A. The annual report should include:

1. Circulation statistics - the number of books and journals borrowed by the library patrons.

2. Reference statistics

   a. Ready reference - the number of questions answered by a search by the librarian of one or two books or journals.

   b. Bibliographies - the number of bibliographies compiled. It would be well to list the subject of each bibliography.

3. Interlibrary loan statistics

   a. The number of books or journal articles requested from other libraries.

   b. The number of books or journal articles that you provided another library.

4. Acquisition statistics

   a. The number of books bought this year. It is important to indicate how many were purchases and how many were gifts.

   b. The number of books discarded because of age.

   c. The number of missing books.

   d. The total number of books in the library.

   e. The number of journal titles for which new subscriptions were entered this year.

   f. The total number of journal titles received by the library. You should indicate for both e and f how many were purchases and how many were gifts.

5. Budget

   a. Amount spent for books

   b. Amount spent for journals

   c. Amount spent for equipment

   d. Amount spent for supplies

   e. Amount spent for phone and postage

   f. Amount spent for other expenditures

6. Special projects or exhibits

7. Librarian's attendance at workshops or meetings

8. Other - Plans for the future, special visitors, and anything that will complete or comment on the library's activities for the past year. In order to provide an annual report, statistics should be kept daily. A sample form is Reports illustration #1, page 52.

B. Suggested Reading

Thornton AT. "A Guideline for Hospital Medical Library Reports", Hospital Progress 50:30-1, Jun 69.

HOSPITAL MEDICAL LIBRARY - REPORT FOR , 19

CIRCULATION:

BOOK

JOURNAL

INTER-LIBRARY LOAN

REFERENCE:

QUICK REFERENCE

BIBLIOGRAPHIES MADE

ACQUISITIONS:

BOOKS

GIFTS

PURCHASES

JOURNAL TITLES ADDED

OTHER ACTIVITIES:

Meetings: Professional library:

Hospital related:

Library Committee meeting: (date)

Present:

Excused:

Misc:

REGIONAL MEDICAL LIBRARY SERVICES

All hospitals in the United States are automatically part of a national network of medical libraries which is sponsored by the National Library of Medicine to bring to the health professional the information he needs for patient care and research. The network is based on the principle that any health professional could ask his local library for a book or journal, for the answers to a reference question or for a few current references on a medical subject. If the local hospital library could not help him, his request could be relayed via phone or mail to the regional medical library in his area. If it is necessary, the regional medical library (RML) would refer the request to other RML's or to the National Library of Medicine. Services offered by Regional Medical Libraries vary but usually include inter-library loan, reference, MEDLARS (Medical Literature Analysis and Retrieval System), consulting and continuing education program for librarians.

A list of the RML's and their geographic coverage is on pages 54-55.

In several regions across the nation, sub-regional networks offering similar services have been developed, usually under the sponsorship of Regional Medical Programs. These networks have mailed announcements of their services to the hospitals. If you are in doubt about the existence of a subregional information network in your locale, your RML would be able to tell you.

Regional Medical Libraries

Regional Medical Libraries	States
#1 - New England Regional Medical Library The Francis A. Countway Library of Medicine 10 Shattuck Street Boston, Massachusetts 02115	Connecticut, Maine Massachusetts New Hampshire Rhode Island Vermont
#2 - New York & Northern New Jersey Regional Medical Library New York Academy of Medicine 2 East 103 Street New York, N.Y. 10029	New Jersey (Northern Counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union, & Warren) New York
#3 - Mid-Eastern Regional Medical Library College of Physicians of Philadelphia 19 South 22 Street Philadelphia, Pennsylvania 19103	Delaware, New Jersey (Southern Counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, & Salem) Pennsylvania
#4 - Mid-Atlantic Regional Medical Library P. O. Box 30260 Bethesda, Maryland 20014	Maryland, North Carolina, Virginia, Washington, D.C., West Virginia
#5 - Kentucky-Ohio-Michigan Regional Medical Library Wayne State University 645 Mullett Street Detroit, Michigan 48226	Kentucky Michigan Ohio
#6 - Southeastern Regional Medical Library A. W. Calhoun Medical Library Woodruff Research Building Emory University Atlanta, Georgia 30322	Alabama, Florida, Georgia Mississippi Puerto Rico South Carolina Tennessee
#7 - Midwest Regional Medical Library The John Crerar Library 35 West 33 Street Chicago, Illinois 60616	Illinois, Indiana, Iowa, Minnesota North Dakota Wisconsin

Regional Medical Libraries

Regional Medical Libraries	States
#8 - Mid-Continental Regional Medical Library University of Nebraska Medical Center 42nd Street and Dewey Avenue Omaha, Nebraska 68105	Colorado, Kansas, Missouri, Nebraska, South Dakota Utah Wyoming
#9 - TALON Regional Medical Library Program The University of Texas Southwestern Medical School at Dallas 5323 Hines Boulevard Dallas, Texas 75235	Arkansas New Mexico Oklahoma Louisiana Texas
#10- Pacific Northwest Regional Health Sciences Library University of Washington Seattle, Washington 98105	Alaska, Idaho, Montana Oregon Washington
#11- Pacific Southwest Regional Medical Library Service Center for the Health Sciences University of California Los Angeles, California 90024	Arizona California Hawaii Nevada

APPENDIX

BASIC STARTER COLLECTION
FOR A HOSPITAL LIBRARY-BOOKS

ALLERGY

Sheldon, John, et al
Manual of Clinical Allergy. 2ed
Phila: Saunders, 1967. $15.00
LC 67-10733

ANATOMY

Goss, CM, ed
Gray's Anatomy of the Human Body. 28ed
Phila: Lea & Febiger, 1966. $25.00
LC 66-16622

or

Hollinshead, WH
Textbook of Anatomy. 2ed
NY: Harper (Hoeber), 1967 $22.50
LC 67-23445

ANESTHESIOLOGY

Collins, Vincent J.
Principles of Anesthesiology
Phila: Lea & Febiger, 1966. $35.00
LC 65-24807

ARTHRITIS AND RHEUMATISM

Hollander, Joseph Lee, ed
Arthritis and Allied Conditions;
A Textbook of Rheumatology. 7ed
Phila: Lea & Febiger, 1966. $32.50
LC 66-16620

BIOCHEMISTRY

White, A, et al
Principles of Biochemistry. 4ed
NY: McGraw, 1968. $17.50
LC 67-26890

or

Cantarow, Abraham & Trumper, M.
Clinical Biochemistry. 6ed
Phila: Saunders, 1962. $13.00
LC 62-11599

CANCER

Ackerman, Lauren & del Regato, JA
Cancer: Diagnosis, Treatment and Prognosis. 4ed
St. Louis: Mosby, 1970 $39.50

CARDIOLOGY

Friedberg, Charles K.
Diseases of the Heart. 3ed
Phila: Saunders, 1966. $22.00
LC 66-12413

Hurst, J.W. & Logue, R.B., ed
The Heart: Arteries and Veins
NY: Blakiston, 1966. $32.50
LC 64-8618

Goldman, Mervin
Principles of Clinical Electrocardiology. 7ed
Los Altos, Calif. Lange, 1970 $7.00
LC 62-13252

or

Lipman, Bernard S., & Massie, E.
Clinical Scalar Electrocardiography. 5ed
Chicago: Year Book, 1965 $13.50
LC 64-17857

DENTISTRY

Gorlin, R.J., & Goldman, H.
Thoma's Oral Pathology. 6ed
St Louis: Mosby, 1970. $59.50 2vol.
LC 78-102120

DERMATOLOGY

Andrews, George, & Dononkos, A.
Diseases of the Skin, 6ed
Phila: Saunders, 1971 $16.50
LC 74-92124
Edition due in June 1971

or

Pillsbury, Donald, et al
Manual of Cutaneous Medicine
Phila: Saunders, 1961 $9.50
LC 61-6734

DIABETES

Danowski, Thaddeus Stanley, ed
Diabetes Mellitus: Diagnosis and Treatment. Vol.1
NY: American Diabetes Association, 1964. $2.00

Hamwi, George, & Danowski, T.S., ed
Diabetes Mellitus: Diagnosis and Treatment. Vol.2
NY: American Diabetes Association, 1967. $2.50

DIAGNOSIS

MacBryde, Cyril Mitchell, ed
Signs and Symptoms: Applied Pathologic Physiology and Clinical Interpretation. 5ed
Phila: Lippincott, 1970 $22.50
LC 77-109949

or

French, H., ed
French's Index of Differential Diagnosis. 9ed
by Arthur H. Douthwaite
Baltimore: Williams & Wilkins, 1967. $22.00
LC 67-7392

EMERGENCIES

Eckert, Charles
Emergency Room Care
Boston: Little Brown. 1967. $13.00
LC 67-16739

ENDOCRINOLOGY

Williams, Robert H., ed
Textbook of Endocrinology. 4ed
Phila: Saunders, 1968. $24.00
LC 68-10410

FLUID AND ELECTROLYTES

Black, Douglas A.K.
Essentials of Fluid Balance. 4ed
Oxford: Blackwell, 1968. $5.50
LC 68-69638

GASTROENTEROLOGY

Bockus, Henry, et al
Gastroenterology. 2ed
Phila: Saunders, 1963-65
3 vols.-vol.1, $25.00; vol.2, $28.00; vol. 3 $30.00
LC 62-11598

Jones, Francis Avery, et al
Clinical Gastroenterology. 2ed
Phila: Davis, 1968. $21.50
LC 68-68890

GERIATRICS

Cowdry, E.V.
The Care of the Geriatric Patient. 4ed
St. Louis: Mosby, 1971 (Edition due July 1971)
LC 68-25007

HEMATOLOGY

Wintrobe, Maxwell
Clinical Hematology. 6ed
Phila: Lea & Febiger, 1967. $22.50
LC 67-13882

IMMUNOLOGY

Samter, Max, & Alexander, H.L.
Immunological Diseases
Boston: Little Brown, 1965. $30.00
LC 65-22424

INFECTIOUS DISEASES

Top, Franklin Henry
Communicable and Infectious Diseases; Diagnosis, Prevention, Treatment 6ed
St. Louis: Mosby, 1968. $29.75
LC 68-57179

Krugman, Saul, & Ward, R.
Infectious Diseases of Children. 4ed
St. Louis: Mosby, 1968. $18.75
LC 68-18877

INTERNAL MEDICINE

Beeson, Paul, & McDermatt, W., ed
Cecil-Loeb Textbook of Medicine 12ed
Phila: Saunders, 1967. $20.50
LC 67-10429 (New edition may be due late in 1970)

KIDNEY DISEASES

Strauss, Maurice, & Welt, Louis
Diseases of the Kidney. 2 ed
Boston: Little Brown, 1971 (Edition due Spring 1971)

Black, Douglas. ed
Renal Disease 2ed
Phila: Davis, 1967. $25.00
LC 67-69588

LABORATORY METHODS

Davidsohn, I., & Henry, J.B., ed
Todd Stanford's Clinical Diagnosis by Laboratory Methods 14ed
Phila: Saunders, 1969. $24.00
LC 68-27796

LUNG DISEASES

Comroe, Julius H., Jr., et al
The Lung: Clinical Physiology and Pulmonary Function Tests 2ed
Chicago: Year Book, 1962. $10.00
LC 61-10997

or

Hinshaw, H. Corwin
Diseases of the Chest 3ed
Phila: Saunders, 1969. $25.00
LC 69-17814

MICROBIOLOGY

Davis, Bernard, et al
Microbiology
NY: Harper (Hoeber) 1967. $23.50
LC 66-25532

or

Zinsser, H.
Microbiology 14ed by David Smith, et al
NY: Appleton, 1968. $22.50
LC 68-8386

NEUROLOGY

Merritt, H. Houston, et al
Textbook of Neurology 4ed
Phila: Lea & Febiger, 1967. $15.00
LC 67-19138

NURSING

Brunner, L.S., et al
Textbook of Medical-Surgical Nursing, 2 ed
Phila: Lippincott, 1970. $14.50

Little, Dolores, & Carnevalit, Doris
Nursing Care Planning
Phila: Lippincott, 1969. $3.95 (paperbound)
LC 73-77965

NUTRITION

Wohl, Michael, & Goodhard, Robert, ed
Modern Nutrition in Health and Disease 4ed
Phila: Lea & Febiger, 1968. $30.00
LC 68-18869

OBSTETRICS & GYNECOLOGY

Eastman, Nicholson, & Hellman, L.M. eds
Williams' Obstetrics. 13ed
NY: Appleton, 1966. $20.75
LC 66-10258

Novak, Edmund R., et al, eds
Textbook of Gynecology 8ed
Baltimore: Williams & Wilkins, 1970. $22.50
LC 73-10893

OPHTHALMOLOGY

May, Charles Henry
Manual of Diseases of the Eye 24ed
By James Allen
Baltimore: Williams & Wilkins, 1968. $9.75

or

Newell, Frank W.
Ophthamology: Principles and Concepts 2ed
St. Louis: Mosby, 1969. $16.75
LC 73-78335

ORTHOPEDICS

Crenshaw, A.H., ed
Campbell's Operative-Orthopedics 5ed
St. Louis: Mosby, 1971 2vols.
(Edition due Apr., 1971)

American College of Surgeons, Committee on Trauma
Management of Fractures and Soft Tissue Injuries 2ed
Phila: Saunders, 1965. $7.50
LC 65-23089

OTOLARYNGOLOGY

Boies,Lawrence R., et al
Fundamentals of Otolaryngology 4ed
Phila: Saunders, 1964. $8.50
LC 64-12930

De Weese, David, & Saunders, William
Textbook of Otolaryngology 3ed
St. Louis: Mosby, 1968. $13.75
LC 68-18726

PATHOLOGY

Robbins, Stanley L.
Pathology 3ed
Phila: Saunders, 1967. $20.50
LC 67-10141

or

Anderson, William, ed
Pathology 5ed
St Louis: Mosby, 1966. 2vols. $25.00
LC 66-10994

or

Miller, Seward, ed
Textbook of Clinical Pathology 7ed
Baltimore: Williams & Wilkins, 1966. $17.00
LC 66-18375

PEDIATRICS

Nelson, Waldo, ed
Textbook of Pediatrics 9ed
Phila: Saunders, 1969. $21.50
LC 69-10311

Gellis, Sydney,& Kagan, M., ed
Current Pediatric Therapy 3
Phila: Saunders, 1970. $27.00
LC 78-92133

or

Shirkey, Harry C., ed
Pediatric Therapy 4ed
St. Louis: Mosby, 1971.
(Edition due July 1971)

PHARMACOLOGY

Goodman, Louis, & Gilman, A.
Pharmacological Basis of Therapeutics 4ed
NY: Macmillan, 1970. $25.00
LC 75-124615

or

Cutting, Winsor
Handbook of Pharmacology, The Action and Uses of Drugs 4ed
NY: Appleton, 1969. $8.95
LC 69-15573

PHYSICAL MEDICINE & REHABILITATION

Krusen, Frank, et al
Handbook of Physical Medicine and Rehabilitation
Phila: Saunders, 1965. $16.50
LC 65-11551

PHYSIOLOGY

Mountcastle, Vernon ed
Medical Physiology 12ed
St. Louis: Mosby, 1968. $26.00
LC 68-25008

or

Best, Charles, & Taylor, N.B. ed
Physiological Basis of Medical Practice 8ed
Baltimore: Williams & Wilkins, 1966. $17.00
LC 66-24510

Guyton, Arthur C.
Textbook of Medical Physiology ed
Phila: Saunders, 1971.
(Edition due January, 1971)

PSYCHIATRY

Kolb, L.C.
Noyes' Modern Clinical Psychiatry 7ed
Phila: Saunders, 1968. $11.00
LC 68-11635

PUBLIC HEALTH AND PREVENTIVE MEDICINE

Maxcy, Kenneth, & Sartwell, P., eds
Rosenau's Preventive Medicine and Public Health 9ed
NY: Appleton, 1965. $24.50
LC 64-21339

RADIOLOGY

Paul, Lester W., & Juhl, M.H.
Essentials of Roentgen Interpretation 2ed
NY: Harper (Hoeber), 1965. $30.00
LC 65-27760

or

Meschan, Isadore, & Farrer-Meschan, R.M.F.
Roentgen Signs in Clinical Practice
Phila: Saunders, 1966. 2vols. $38.00
LC 66-10201

Moss, William T., & Brand, W.
Therapeutic Radiology 3ed
St. Louis: Mosby, 1969. $24.50
LC 69-19055

RESPIRATORY DISEASE

Bates, David, et al
Respiratory Function in Disease 2ed
Phila: Saunders, 1971.
(Edition due April 1971

SURGERY

Allen, Joseph Garrott, et al
Moyer's Surgery: Principles and Practice 4ed
Phila: Lippincott, 1970 $24.00
LC 72-109953

or

Davis, L., ed
Christopher's Textbook of Surgery 9ed
Phila: Saunders, 1968. $21.50
LC 68-11629

THORACIC SURGERY

Lindskog, Gustaf E., et al
Thoracic and Cardiovascular Surgery with
Related Pathology 2ed
NY: Appleton, 1962. $22.50
LC 61-7587

Gibbon, John H., et al, ed
Surgery of the Chest 2ed
Phila: Saunders, 1969. $32.50
LC 69-11194

TOXICOLOGY

Gleason, Marion N., et al
Clinical Toxicology of Commercial Products 3ed
Baltimore: Williams & Wilkins, 1969. $24.50
(Unless you have ready access to a Poison Control Ctr.)
LC 68-22712

TROPICAL MEDICINE

Hunter, George, et al
Manual of Tropical Medicine 4ed
Phila: Saunders, 1966. $22.50
LC 66-10497

UROLOGY

Colby, Fletcher H.
Essential Urology 5ed
Baltimore: Williams & Wilkins, 1971.
(Edition due in 1971)

BASIC STARTER COLLECTION
FOR A HOSPITAL LIBRARY - JOURNALS

Journals that could be donated by staff:

1. Journal of the American Medical Association
   Weekly
   American Medical Association
   535 N. Deaborn Street
   Chicago, Ill. 60610
   $23.00 a year

2. American Journal of Diseases of Children
   Monthly
   Circulation Department
   American Medical Association
   535 N. Dearborn Street
   Chicago, Ill. 60610
   $12.00 a year

   or

   Pediatrics
   Monthly
   Pediatrics
   P.O. Box 1034
   Evanston, Ill. 60204
   $14.00 a year

3. American Journal of Obstetrics and Gynecology
   Semimonthly
   C.V. Mosby Company
   3207 Washington Blvd.
   St. Louis, Missouri 63103
   $27.50 a year

4. American Journal of Nursing
   Monthly
   American Journal of Nursing
   10 Columbus Circle
   New York, N.Y. 10019
   $6.00 a year

5. Archives of Internal Medicine
   Monthly
   American Medical Association
   535 N. Dearborn St.
   Chicago, Ill. 60610
   $12.00 a year

6. Archives of Pathology
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

7. Archives of Surgery
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

8. California Medicine
Monthly
California Medical Association
693 Sutter St.
San Francisco, California 94102
$8.00 a year

9. Hospitals
Semimonthly
American Hospital Association
840 No. Lake Shore Drive
Chicago, Ill. 60611
$10.00 a year

Journals that can be purchased for the library:

1. American Heart Journal
Monthly
C.V. Mosby Company
3207 Washington Blvd.
St. Louis, Missouri 63103
$22.50 a year

2. American Journal of Medicine
Monthly
American Journal of Medicine
466 Lexington Ave.
New York, N.Y. 10017
$18.00 a year

3. American Journal of Roentgenology, Radium Therapy and Nuclear Medicine
Monthly
Charles C. Thomas, Publisher
301-327 East Lawrence Ave.
Springfield, Ill. 62703
$20.00 a year

4. American Review of Respiratory Disease
Monthly
National Tuberculosis and Respiratory
Disease Association
1740 Broadway
New York, N.Y. 10019
$20.00 a year

5. Anesthesiology
Bimonthly
Circulation Department
J.B. Lippincott Company
East Washington Square
Philadelphia, Pennsylvania 19105
$15.00 a year

6. Journal of Bone and Joint Surgery; American
Volume
8 issues per year
Journal of Bone and Joint Surgery
10 Shattuck St.
Boston, Massachusetts 02115
$14.50 a year

7. Medical Clinics of North America
Quarterly
W.B. Saunders Company
West Washington Square
Philadelphia, Pennsylvania 19105
$21.00 a year

8. Medical Letter on Drugs and Therapeutics
Biweekly
Drug and Therapeutic Information, Inc.
305 East 45th St.
New York, N.Y. 10017
$14.50 for 26 issues

9. New England Journal of Medicine
Weekly
New England Journal of Medicine
10 Shattuck St.
Boston, Massachusetts 02115
$10.00 a year

10. Pediatrics Clinics of North America
Quarterly
W.B. Saunders Company
West Washington Square
Philadelphia, Pennsylvania 19105
$15.00 a year

11. Surgery, Gynecology and Obstetrics
Monthly
Franklin H. Martin Memorial Foundation
55 East Erie Street
Chicago, Ill. 60611
$20.00 a year

12. Surgical Clinics of North America
Quarterly
W.B. Saunders Company
West Washington Square
Philadelphia, Pennsylvania 19105
$21.00 a year

There are many good journals for other specialities.
If your hospital has interested staff, you might consider:

1. Archives of Dermatology
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

2. Archives of Neurology
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

3. Archives of Ophthalmology
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

4. Archives of Otolaryngology
Monthly
American Medical Association
535 N. Dearborn St.
Chicago, Ill. 60610
$12.00 a year

5. Arthritis and Rheumatism
Bimonthly
Henry M. Stratton, Inc.
757 Third Ave.
New York, N.Y. 10017
$14.00 a year

6. Gastroenterology
Monthly
Subscription Department
William & Wilkins Company
428 E. Preston St.
Baltimore, Maryland 21202
$25.00 a year

7. Journal of Allergy
Monthly
C.V. Mosby Company
3207 Washington Blvd.
St. Louis, Missouri 63103
$22.50 a year

8. Journal of Urology
Monthly
Subscription Department
The Williams and Wilkins Company
428 East Preston St.
Baltimore, Maryland 21202
$30.00 a year

BASIC STARTER COLLECTION FOR A HOSPITAL LIBRARY

REFERENCE WORKS

American Medical Directory

Price: $90.00 (1969 ed.)

Publisher: American Medical Association
535 North Dearborn Street
Chicago, Illinois 60611
Frequency of publication: Bi-annual

Directory of Medical Specialists

Price: $39.50 1970

Publisher: Marquis Who's Who Inc.
Marquis Publications Bldg.
Chicago, Illinois 60611

Frequency of publication: Bi-annual

Hospitals; guide issue

Price: $7.50 if ordered individually
(included in the subscription to Hospitals journal; price for the journal subscription is $10.00 a year)

Publisher: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Frequency of publication: Annual

Index Medicus

Price: $63.00 annual subscription [includes Medical Subject Headings (MeSH)] $84.00 for 1970 cumulation

Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Frequency of publication: monthly

Abridged Index Medicus

Price: $12.00 annual subscription; annual cumulation approx. $12.00
Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Frequency of publication: monthly

Medical Subject Headings (MeSH)

Price: Included in subscription to Index Medicus (Part II of January issue) $3.00 if purchased separately

For sale by: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Cumulative Index to Nursing Literature

Price: $22.50 annual subscription
$25.00 for 1967/8 cumulation

Publisher: Glendale Adventist Hospital
Publications Service
P.O. Box 871
Glendale, California 91209

Frequency of publication: bi-monthly with annual and 5-year cumulations

Hospital Literature Index

Price: $10.00 annual subscription
$20.00 for 1960-64 cumulation

Publisher: American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

Frequency of publication: quarterly with annual and 5-year cumulations

Physician's Desk Reference

Price: $10.00

Publisher: Medical Economics, Inc.
Litton Publications, Inc.
Oradell, New Jersey 07649

Frequency of publication: Annual

Merck Manual

Price: $7.95 (11th ed., 1966)

Publisher: Merck Sharp and Dohme Research Laboratories
West Pointe, Pennsylvania 19486

Frequency of Publication: Irregular

Current Diagnosis and Treatment

Price: $11.00 (1970)

Publisher: Lange Medical Publications
Los Altos, California 94203

Frequency of Publication: Annual

Current Medical References

Price: $12.00 (6th ed. 1970)

Publisher: Lange Medical Publications
Los Altos, California 94203

Frequency of publication: Bi-annual

List of Journals indexed in Index Medicus

Price: $1.25

Publisher: National Library of Medicine

For sale by: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Frequency of publication: Annual

Dorland's Illustrated Medical Dictionary

Price: $13.50 (24th ed., 1965)

Publisher: W.B. Saunders Co.
W. Washington Square
Philadelphia, Pennsylvania 19105

Stedman's Medical Dictionary

Price: $15.00 (21st ed., 1966)

Publisher: Williams & Wilkins
428 East Preston Street
Baltimore, Maryland 21202

The cost of the initial purchase of this reference collection is approximately $300.00. It will take about $120.00 a year to keep it up to date.